

QUICKFUND\$ BUDGET FOR INDIVIDUALS FORM 1-B

Applicant Name _____ Date _____

Fill out the appropriate QuickProject or Professional Development section below:

☐ **QUICKPROJECT:** Expenses for Project or Activity

Artist Fee _____ \$ _____
(Funds needed by the applicant for time to complete a project.)

Supplies/Materials (The Commission cannot fund capital expenditures—see *Glossary*, page 60).

Itemize _____ \$ _____
_____ \$ _____
_____ \$ _____

Fees for Services and Other Expenses, such as technical, production, consultant, shipping, equipment or space rental. (The Commission cannot fund promotional expenses, such as invitations, refreshments.)

Itemize _____ \$ _____
_____ \$ _____

Travel/Subsistence (Private vehicle @ .45 per mile) Cost allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____
Meals (not to exceed \$30 per day) _____ \$ _____
Lodging _____ \$ _____
Other _____ \$ _____

TOTAL COST OF PROJECT \$

TOTAL GRANT REQUEST (up to \$1500) \$

Note: Required cash match ratio 1:3. For example, if you request \$1,500, the match must be at least \$500.

☐ **PROFESSIONAL DEVELOPMENT:** Reimbursable expenses for applicants to attend workshops, conferences, gatherings, and seminars. Receipts for fees, lodging, and airfare are required for reimbursement.

Fees (Workshop/Conference/Seminar/Conference Materials/etc.)

Itemize _____ \$ _____
_____ \$ _____

Travel/Subsistence (Private vehicle @ .45 per mile) Cost is allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____
Meals (not to exceed \$30 per day) _____ \$ _____
Lodging _____ \$ _____
Other _____ \$ _____

TOTAL COST OF ACTIVITY \$

TOTAL REIMBURSEMENT REQUEST (up to \$750) \$

Note: Required cash match ratio 1:1. For example, if you request \$750, the match must be at least \$750.